

Invitation for Bids No. 11-24-001
Temporary Agency Administrative Assistant Staffing Services for
DHCD
Questions & Responses 1
September 30, 2010

This list of Questions and Responses is being issued to clarify certain information contained in the above named IFB. The statements and interpretations of contract requirements, which are stated in the following questions of potential bidders, are not binding on the State, unless the State expressly amends the IFB through an addendum. Nothing in the State's responses to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the potential bidder asking the question as to what the contract does or does not require.

Questions and Responses

Question: Will this position go by the Living Wage?

Answer: No

Question: What is the budget of this contract?

Answer: The contract budget is not to exceed \$25,000, but the amount paid to the contractor will depend on DHCD's need for temporary employees during the term of the contract.

Question: Will there be an extension of the bid deadline?

Answer: We are not planning to extend the (bidding) submission deadline.

Question: Could you provide the anticipated number of administrative assistants and hours billed?

Answer: We cannot anticipate the number of personnel or hours. It will depend upon the needs of the Department during the duration of this contract, however we may have one temp during this contract.

Question: When will the contract begin?

Answer: We hope to have this contract in place by the beginning of November.

Question: Is there an incumbent?

Answer: Not at the present time.

Question: Sounds like this person may do a lot of typing, any minimum typing speeds?

Answer: No, but the person should meet all the minimum qualifications on the job classification (Attachment B). We are assuming that someone with 2-3 years of clerical/administrative work experience would have a reasonable typing speed.

Question: Am I reading this correctly that the only submissions DHCD is requesting in this IFB are the pricing form and the small business procurement template. Is there anything additional that DHCD would like included in the bid packet?

Answer: All you need to submit is Attachment C, the Bid Form. Please fill it out completely. You do not need to return the template, as that is provided for your information only.

Question: What was the amount bid on the last contract of this type?

Answer: The former contractor had a melded bid rate of \$440.

Question: Do you want us to submit resumes with our bid?

Answer: No. Please just submit the Bid Form.

Question: Will there be a pre-bid conference?

Answer: No.

Question: Can you provide the estimated usage amount for this contract?

Answer: We may have one temp on this contract.